**Project Manager Job Offer Letter Template**

MM/DD/YYYY

Company Logo

Candidate First and Last Name
Candidate Address
City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the full-time position of Project Manager at [company name] with a start date of July 1st, 2019, contingent upon a background check. [manager/supervisor name] at [workplace location] will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will collaborate with Alliances and Customer Success & Account Management to shape and articulate services aimed to realize customer benefits through implementing our product. You will represent the company's values and promote the benefits delivered by our product. You will manage the delivery of services per agreement with our customers and partners whilst being open for changes. You will manage associated resource reservation, planning and mobilization.

The starting annual salary for this position is $70,000 to be paid on a semi-monthly basis by direct deposit starting on July  15th, 2019. This salary also includes stock options.

[Your employment](https://www.indeed.com/hire/c/info/job-offer-letter-f) with [company name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. (Source: Indeed)

As an employee of [company name], you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to three weeks vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of  the offer. Please respond no later than July 1st, 2019.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,
[Your Signature]

[Your Printed Name]
[Your Job Title]
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_